



FLEET MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Fleet Services Division of the Public Works Department; to coordinate equipment management activities with other City divisions and departments; and to provide highly complex staff assistance to the Public Works Director.

Supervision Received and Exercised:

Receives general direction from the Deputy Public Works Director – Field Operations or from other supervisory or management staff.

Exercises direct supervision over technical, maintenance and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Establish goals and objectives; direct the development of policies and procedures for the Division including setting guidelines on procurement, utilization, repair, replacement and proper management of the City's automotive, construction, off-road and refuse equipment.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Maintain preventive maintenance activities; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials.

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- Make initial inspections in difficult cases and diagnose mechanical defects; prepare detailed cost-estimates and make recommendations regarding feasibility of major repairs; coordinate the replacement and disposal of obsolete equipment.
- Coordinate equipment repair work with other departments, divisions and sections.
- Develop and review specifications for the purchase of new equipment; evaluate all bids from vendors for vehicle and equipment purchases.
- Ensure the adherence to safe work practices and hazardous waste program regulations by shop staff.
- Establish and monitor complete, accurate and accountable control for all fuel parts, supplies and tools used.
- Coordinate and oversee the establishment of computerized maintenance information system for accurate recording and charging of division services.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Seven years of increasingly responsible automotive and equipment maintenance experience including two years of administrative and supervisory responsibility.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialize training in automotive and equipment maintenance or degree related to the core functions of this position.

Licenses/Certifications:

Possession of, or required to obtain a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

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Competencies:

(Pending)

Job Code: 008

Status: Exempt / Classified